



CSC DOS WEB APP

Agency :	TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY Region II
Place of Assignment :	TESDA - Cagayan Provincial Office, TESDA R2 Complex, Tuguegarao City
Position Title :	TESD Specialist II
Plantilla Number :	TESDAB-TESDS2-138-2017
Salary/Job/Pay Grade :	16
Monthly Salary :	Php 39672
Eligibility :	Career Service (Professional), Second Level Eligibility
Education :	Bachelor's degree relevant to the job
Training :	4 hours of relevant training
Work Experience :	1 year of relevant experience
Competency :	1. Work effectively in vocational education and training; 2. Participate in workplace communication; 3. Work in team environment; 4. Interact with customers. 5. Implement quality standards and procedures; 6. Promote programs and services; and 7. Write basic communications, 8. Utilize IT applications; 9. Gather data; and 10. Maintain database

Instruction/Remarks :

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than February 28, 2023.

Documents:

1. Fully accomplished Personal Data Sheet (PDS with attached Work Experience Sheet) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating in the last rating period (if applicable);
3. Photocopy of authenticated certificate of eligibility/board rating/license; and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

ARCHIE A. GRANDE, CESO III

Regional Director

TESDA Region 2, Carig, Tuguegarao City

tesdadosrecruitment@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Posting Date :	2023-02-15
Closing Date :	2023-02-28